

Social Service Agency User Agreement

Date: [Insert Date]

To: [Service Recipient's Name]

Address: [Service Recipient's Address]

Dear [Service Recipient's Name],

Welcome to [Agency Name]. We are pleased to have you as a service recipient and look forward to providing you with the assistance and support you need.

Agreement Overview

This User Agreement outlines the services provided, the responsibilities of the service recipient, and the terms of service.

Services Provided

- [Service 1]
- [Service 2]
- [Service 3]

Responsibilities of Service Recipient

- To provide accurate and updated information.
- To attend scheduled appointments.
- To communicate any changes in your circumstances.

Terms of Service

This Agreement is effective from [start date] and will continue until terminated by either party with a written notice of [Notice Period].

By signing below, you agree to the terms outlined in this User Agreement.

[Service Recipient's Name]

[Agency Representative Name]

[Agency Name]
[Title]

Thank you for choosing [Agency Name]. We look forward to supporting you.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]